

8-16 Newton Street, Manchester

Travel Plan

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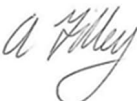
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1.0 Introduction

1.1 Background

- 1.1.1 Curtins has been appointed by Atelier MB, on behalf of Eastern Green Ltd., to provide transport and highways advice in relation to the discharging of conditions for an office development in Manchester city centre.
- 1.1.2 The development, which will be accessed from Newton Street, spans four floors and a basement.
- 1.1.3 There will be 33 single stacked cycle parking spaces provided in the basement and no car parking.
- 1.1.4 The site layout is provided in **Appendix A**.

1.2 What is a Travel Plan?

- 1.2.1 A Travel Plan (TP) is defined¹ as:

“A long-term management strategy for an organisation or site that seeks to deliver sustainable transport objectives and is regularly reviewed.”

- 1.2.2 In essence, a TP is intended to encourage people to choose alternative transport modes over single occupancy car use and, where possible, reduce the need to travel at all. Such a plan should include a range of measures designed to achieve this goal.

1.3 Purpose of the Report

- 1.3.1 Planning permission was granted for Manchester City Council (MCC) Planning Application Reference ‘118677/FO/2017’ in November 2018, subject to conditions. Condition 7 stated:

“Before first occupation of any part of the development, a Travel Plan including details of how the plan will be funded, implemented and monitored for effectiveness, shall be submitted to and approved in writing by the City Council as local planning authority. The strategy shall outline procedures and policies that the developer and occupants of the site will adopt to secure the objectives of the overall site's Travel Plan Strategy. Additionally, the strategy shall outline the monitoring procedures and review mechanisms that are to be put in place to ensure that the strategy and its implementation remain effective. The results of the monitoring and review processes shall be submitted in writing to the local planning authority and any measures that are identified that can improve the effectiveness of the Travel Plan Strategy shall be adopted and implemented

¹ Department for Levelling Up, Housing and Communities (now MHCLG) (2023). National Planning Policy Framework [Online]. Available at <https://www.gov.uk/government/publications/national-planning-policy-framework--2>

Reason: In accordance with the provisions contained within planning policy guidance and in order to promote a choice of means of transport, pursuant to policies T2 and EN16 of the Core Strategy”

1.3.2 This Travel Plan (TP) has been prepared to discharge Condition 7 of MCC’s Planning Application Reference: ‘118677/FO/2017’.

1.3.3 This document has been written in accordance with the above statements and with reference to the following key documents:

- National Planning Policy Framework, DLUHC (now MHCLG), 2023; and
- National Planning Practice Guidance, DCLG (now MHCLG), 2014.

1.4 Structure of the Report

1.4.1 Following this introductory section, **Section 2** of the report provides background information on the benefits which can be derived from a successful Travel Plan.

1.4.2 **Section 3** describes the existing situation and surrounding area, including the local highway layout.

1.4.3 **Section 4** assesses the accessibility of the site by sustainable modes of transport, including walking, cycling and public transport.

1.4.4 **Section 5** sets out key aims and objectives for the Travel Plan process and outlines various initiatives that will be considered to encourage maximum uptake in sustainable modes of travel.

1.4.5 **Section 6** outlines the strategy for Travel Plan targets.

1.4.6 **Section 7** provides details on the monitoring and review process, responsibility and management of the document, and the appointment of a Travel Plan Coordinator (TPC) as the Travel Plan progresses.

1.4.1 **Section 8** concludes the report by providing an Action Plan that summarises the key actions to be completed as part of the travel planning process.

2.0 Travel Plan Benefits

2.1 Summary

- 2.1.1 Successful implementation of the travel planning process can have various environmental, health, financial and social benefits for individuals and the wider population.
- 2.1.2 There are varied and wide-ranging negative effects of high levels of car usage, including being one of the biggest drivers of greenhouse gas emissions², causing adverse physical and mental health including premature deaths³, and costs to the health service⁴ and businesses.
- 2.1.3 Poor air quality, of which road transport is a major driver, is the largest environmental risk to public health in the UK⁵.
- 2.1.4 Conversely, physical activity is a “miracle cure”⁶, with cycling in particular having “staggering”⁷ health benefits. Greater uptake of active travel and public transport could combat climate change and poor air quality, improve physical and mental health, relieve pressure on the NHS⁸, boost local businesses, improve the mobility and independence of those who cannot drive⁹, and encourage greater social cohesion¹⁰.
- 2.1.5 A reduction in private car usage can also reduce local congestion (making for more pleasant journeys for active travellers and those who cannot avoid driving) and release land for more productive uses.
- 2.1.6 Within workplaces, walking and exercise can boost morale and job satisfaction, improve staff performance, promote physical and mental health, reduce absenteeism, enhance corporate image, and boost operating income¹¹.

² Department for Energy Security and Net Zero (2024). Provisional UK greenhouse gas emissions national statistics 2023 [Online]. Available at: <https://www.gov.uk/government/statistics/provisional-uk-greenhouse-gas-emissions-national-statistics-2023>

³ Clean Air Greater Manchester (undated). Air pollution and you [Online]. Available at: <https://cleanairgm.com/air-pollution/>

⁴ Scarborough, P., Bhatnagar, P., Wickramasinghe, K., Allender, S., Foster, C., Rayner, M. 2011 The economic burden due to diet, physical inactivity, smoking, alcohol and obesity in the UK, Journal of Public Health, 33(4): 527-535.

⁵ Public Health England (2018). Health Matters: Air Pollution [Online]. Available at: <https://www.gov.uk/government/publications/health-matters-air-pollution/health-matters-air-pollution>

⁶ Department of Health and Social Care (2019). UK Chief Medical Officers' Physical Activity Guidelines [Online]. Available at: <https://www.gov.uk/government/publications/physical-activity-guidelines-uk-chief-medical-officers-report>

⁷ The Conversation (2017). Cycling to work: major new study suggests health benefits are staggering [Online]. Available at: <https://www.theconversation.com/cycling-to-work-major-new-study-suggests-health-benefits-are-staggering-76292>

⁸ Jarrett J, Woodcock J, Griffiths UK, Chalabi Z, Edwards P, Roberts I, Haines A (2012). Effect of increasing active travel in urban England and Wales on costs to the National Health Service. Lancet, 379(9832): 2198-2205

⁹ Aldred R in association with Leigh Day for British Cycling (2014). Benefits of Investing in Cycling [Online]. Available at: https://www.britishcycling.org.uk/zuvvi/media/bc_files/campaigning/BENEFITS_OF_INVESTING_IN_CYCLING_DIGI_FINAL.pdf

¹⁰ Department for Transport (2009). Good Practice Guidelines: Delivering Travel Plans through the Planning Process

¹¹ Living Streets (undated). Walking Works [Online]. Available at: <https://www.livingstreets.org.uk/products-and-services/projects/walking-works>

3.0 Existing Situation

3.1 Site Location

3.1.1 The site is located in Manchester city centre, less than 200m to the east of Piccadilly Gardens, and slightly over 400m north of Manchester Piccadilly train station. It is bound by Newton Street to the north, Dale Street to the east, Mangle Street to the south, and Back Piccadilly to the west.

3.1.2 **Figure 2.1** below shows the site in a local context relating to the local highway network:

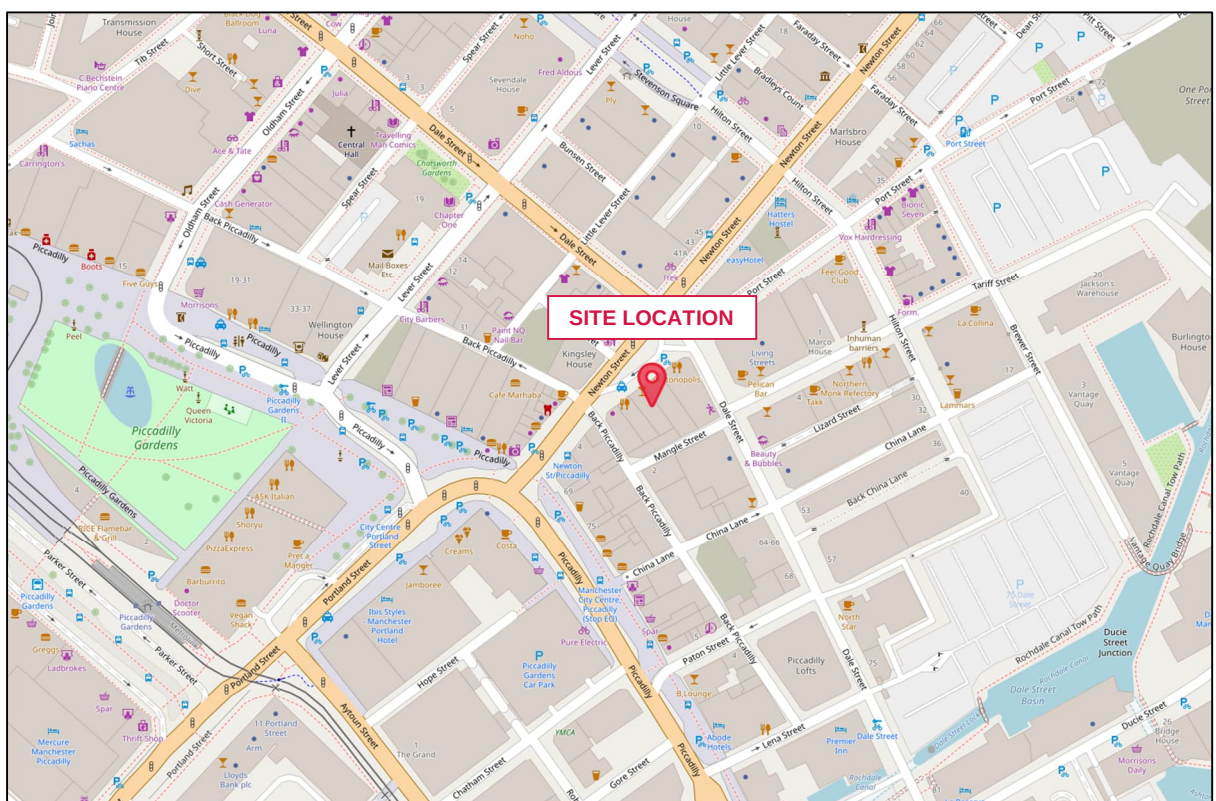


Figure 3.1 – Site Location

(Source: OpenStreetMap, 2024)

3.2 Surrounding Highway Network

3.2.1 Newton Street, which the development will be accessed from, mostly comprises one lane of general vehicular traffic in each direction, but between Dale Street and Back Piccadilly (i.e. along the site boundary) the road widens significantly with a westbound bus lane (including a large bus stop).

3.2.2 Like most surrounding streets, stopping and parking on Dale Street is not allowed, with most of its length subject to double yellow line restrictions except for some marked parking and loading bays.

3.2.3 There are many signalised and uncontrolled pedestrian crossings on Newton Street and other roads in the vicinity of the site, all complete with tactile paving and dropped kerbs.

- 3.2.4 Cyclist infrastructure is limited to advanced stop lines in the immediate vicinity of the site. Notwithstanding, the 20mph speed limit on all surrounding roads and low levels of vehicular traffic are conducive of cycling. Furthermore, less than 100m from the site, marked on-carriageway cycle lanes are available on both directions of Portland Street.
- 3.2.5 Mangle Street and Back Piccadilly are minor backstreets with very narrow carriageways and footways and are not anticipated to be utilised by future staff and visitors of the development.

4.0 Accessibility by Sustainable Modes of Travel

4.1 Introduction

- 4.1.1 A key element of national and local policy is to ensure that new developments are located in areas where alternative modes of travel are available. This supports the aims of integrating planning and transport, providing more sustainable transport choices, and reducing overall travel and car use.
- 4.1.2 Walking, cycling, and public transport should be prioritised over car use, according to the National Design Guide (DLUHC (now MHCLG), 2021).
- 4.1.3 The accessibility of the development is considered in this context for the following modes of travel:
- Pedestrian Accessibility;
 - Cycle Accessibility; and
 - Public Transport Accessibility.

4.2 Pedestrian Accessibility

- 4.2.1 Research has indicated that acceptable walking distances depend on a number of factors, including the quality of the development, the type of amenity offered, the surrounding area, and other local facilities.
- 4.2.2 The National Design Guide (NDG, published by DLUHC (now MHCLG), 2021) says that well designed places / neighbourhoods are walkable, which is defined “*Local facilities are within walking distance, generally considered to be no more than a 10 minute walk (800m radius).*”
- 4.2.3 Despite the NDG characterising 800m as a maximum acceptable walking distance, the Department for Transport’s (DfT) National Travel Survey datasets provide empirical evidence to demonstrate people are willing to walk further. This is reflected in Manual for Streets guidance (MfS, published by the DfT, 2007) which states an 800m catchment should not be “...an upper limit” and that walking “...offers the greatest potential to replace short car trips, particularly those under 2 km.” The Chartered Institution for Highways and Transportation (CIHT) produced a document in 2000 titled ‘*Guidelines for Providing for Journeys on Foot*’ which provides catchments more in line with those reported in the NTS. The suggested CIHT walking distances are reproduced in **Table 4.1** below:

CIHT Category	Town Centres (m)	Commuting/School/ Sightseeing (m)	Elsewhere (m)
Desirable	200	500	400
Acceptable	400	1,000	800
Preferred Maximum	800	2,000	1,200

Table 4.1 – CIHT Recommended Walking Distances

- 4.2.4 The average pedestrian can walk approximately 400m every five minutes, based on the CIHT document 'Planning for Walking' (2015).
- 4.2.5 To assist in summarising the accessibility of the site by foot, an indicative pedestrian catchment plan has been produced. **Figure 4.1** presents a walking catchment with 500m intervals up to 2,000m – with the darkest red being the 500m catchment through to the lightest orange being the 2,000m catchment.

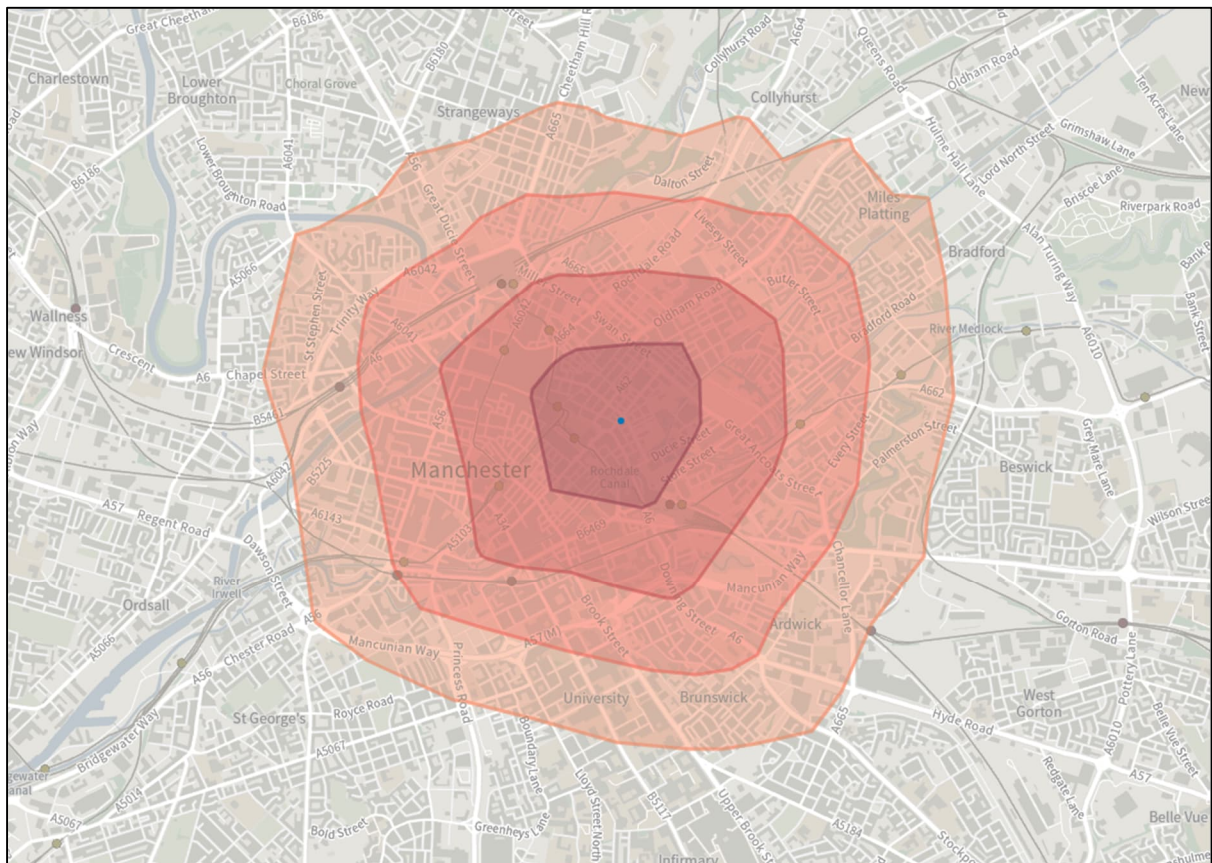


Figure 4.1 – Walking Catchment
(Source: MappingGM, 2024)

- 4.2.6 The site can be reached from within 500m of Piccadilly Gardens, Market Street and the Northern Quarter.
- 4.2.7 Canal Street, the Arndale, Printworks, Ancoats and St Peter's Square can all be reached within 1,000m from the site. In terms of rail connectivity, Piccadilly can be reached within 1,000m, while the Victoria and Oxford Road stations are slightly beyond this catchment but within the 2,000m catchment.
- 4.2.8 The 2,000m walking catchment also encompasses the majority of the city centre and extends to surrounding communities including Brunswick, Ardwick, Miles Platting and Strangeways.
- 4.2.9 The pedestrian infrastructure which connects the site to the above facilities is generally excellent and there are well lit, wide footways with a number of controlled crossing points across key roads.

4.2.10 It is considered that the site is situated within a highly accessible area, with a number of complimentary uses and residential areas within walking distance.

4.3 Cycle Accessibility

4.3.1 Cycling is a cheap, efficient, and healthy way to travel. Cycling also provides a predictable arrival time which depending on location, can be quicker than driving or using public transport, and is subject to fewer delays.

4.3.2 In order to assist in assessing the accessibility of the site by cycle, **Figure 4.2** below presents a 25-minute cycle catchment from the site.

4.3.3 National Travel Survey statistics demonstrate that 82% and 80% of cycling trips were under 5 miles / 8km in 2019 and 2022, respectively. This distance is also referenced by both the National Model Design Code – Part 2 (DLUHC (now MHCLG), 2021) and LTN1/20.

4.3.4 The average cyclist travels at approximately 12mph, according to CD195 of the Design Manual for Roads and Bridges, so they could travel approximately 8km in 25 minutes.

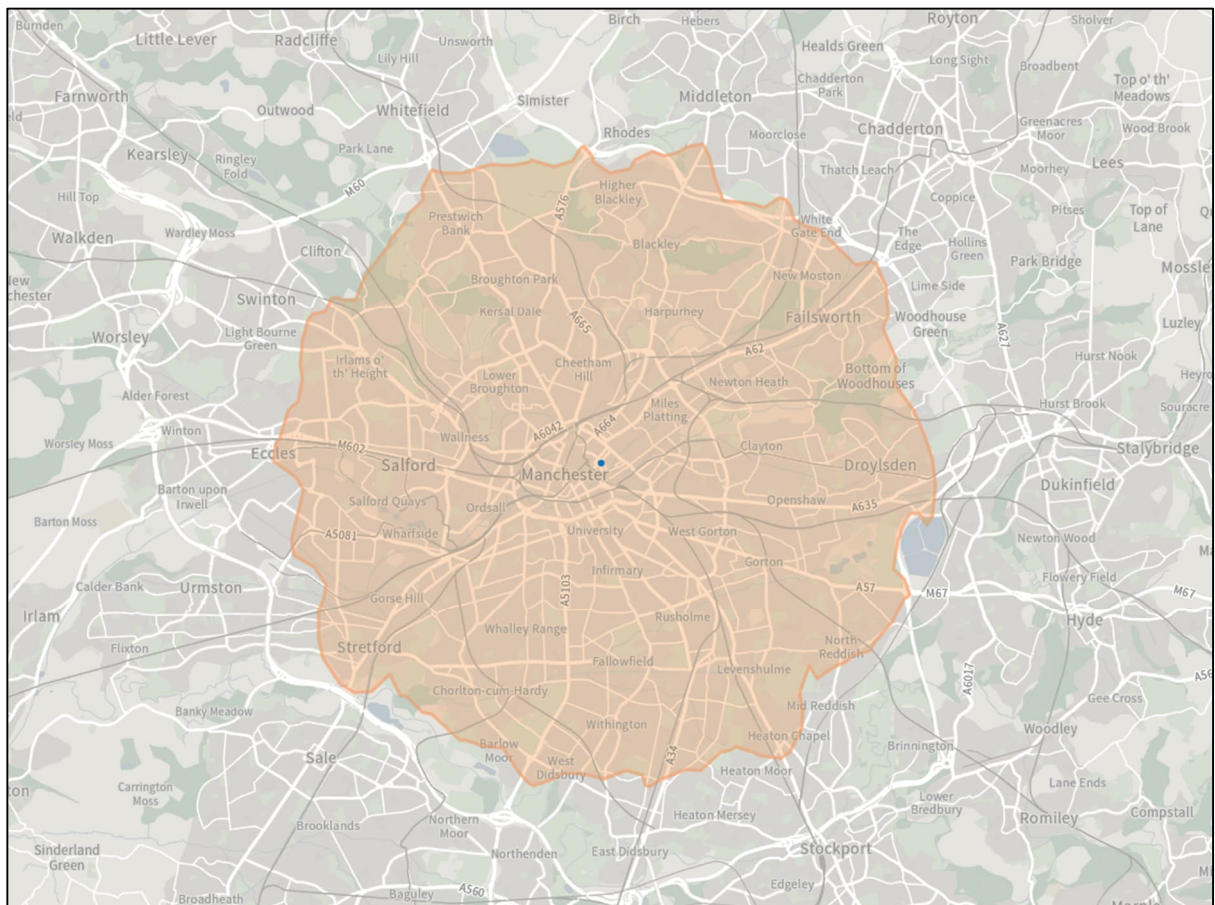


Figure 4.2 – Cycling Catchment
(Source: MappingGM, 2024)

- 4.3.5 The 25-minute / 8km catchment encompasses most of Manchester and parts of surrounding boroughs, extending as far as Heaton Park and Higher Blackley to the north, Droylsden to the east, West Didsbury and Burnage to the south, and Eccles and Trafford Park to the west.
- 4.3.6 All of the city centre is accessible within a 10-minute cycle journey.
- 4.3.7 National Cycle Network Route 66 can be reached within c. 300m from the site along Newton Street and Piccadilly. Route 66 runs from central Manchester to Spurn Head via Bradford, Leeds, York, Beverley, and Kingston upon Hull. More locally, it provides a route to the east of Manchester, including Miles Platting, Newton Heath, and Failssworth.
- 4.3.8 The local cycle network in the vicinity of the site is shown in **Figure 4.3** below:

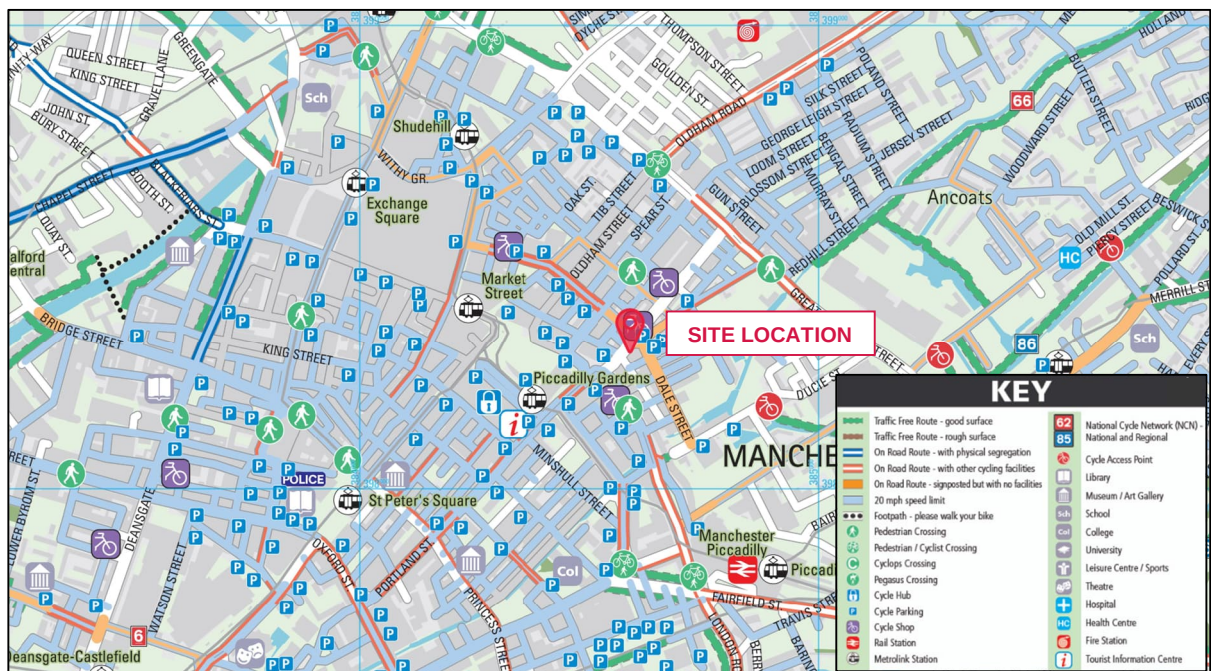


Figure 4.3 – Local Cycle Network
(Source: TfGM)

- 4.3.9 There are several cycle routes near the site in the city centre.
- 4.3.10 Most roads in Manchester are subject to a 20mph speed limit, which improves safety for pedestrians and cyclists compared to higher speeds.
- 4.3.11 Transport for Greater Manchester has launched Starling Bank Bikes, Greater Manchester's first publicly operated, self-service, 24/7 cycle hire scheme. It makes cycling a real option for commuters and cross city travellers with pedal bikes and e-bikes available across parts of Manchester, Salford, and Trafford.
- 4.3.12 The closest hire stands are located at the edge of Piccadilly Gardens, a less than 200m walk from the site.

4.3.13 Furthermore, the development will provide secure cycle parking spaces to encourage cycling.

4.3.14 The site is therefore ideally placed to take advantage of the cycle connections around Greater Manchester, and it is considered that cycling is a highly realistic mode of travel to and from the site.

4.4 Public Transport Accessibility

4.4.1 Developed by Transport for Greater Manchester (TfGM), Greater Manchester Accessibility Levels (GMAL) are a measure of the accessibility of a point to both the conventional public transport network (i.e. bus, Metrolink and rail) and Greater Manchester's Local Link (flexible transport service), considering walk access time, service availability, and average waiting time. The method is essentially a way of measuring the density of the public transport provision at any location within the Greater Manchester region.

4.4.2 The accessibility index score is categorised into eight levels (1 to 8), with levels 1 and 8 are characterised by TfGM as 'very low' and 'very high' levels of accessibility, respectively. The site is located in an area with a GMAL rating of 8 and is considered appropriately situated to take advantage of existing public transport infrastructure within Greater Manchester and beyond.

4.4.3 **Figure 4.4** below provides a local public transport network map:

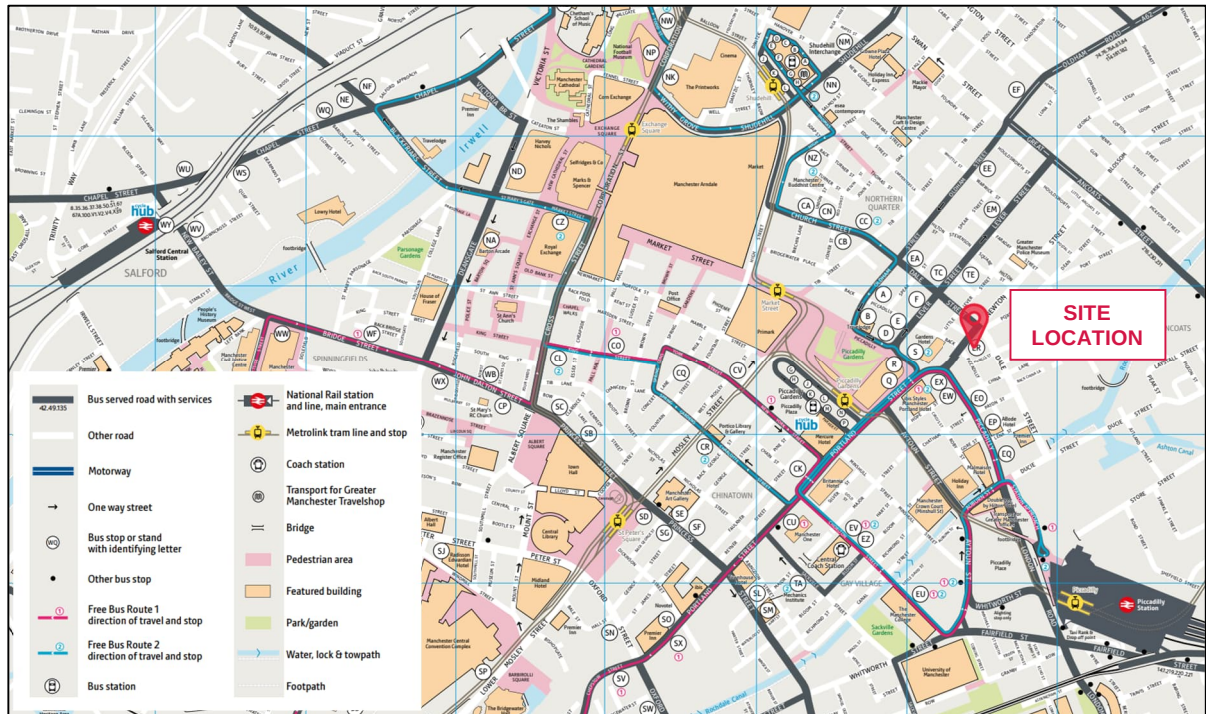


Figure 4.4 – Nearby Public Transport Network
(Source: TfGM)

Bus Accessibility

- 4.4.4 The site is excellently located for access to local and regional bus services, being c. 130m to c. 440m from all bus stops at Piccadilly Gardens, the busiest bus interchange in Greater Manchester. As such, the site benefits from easy access to / from many high-frequency bus routes.
- 4.4.5 Furthermore, within c. 130m of the development, Route 2 of the Free Bus can be reached. The free bus is a service providing direct access across key city centre locations. The free bus routes and frequencies are detailed in **Figure 4.5** below:

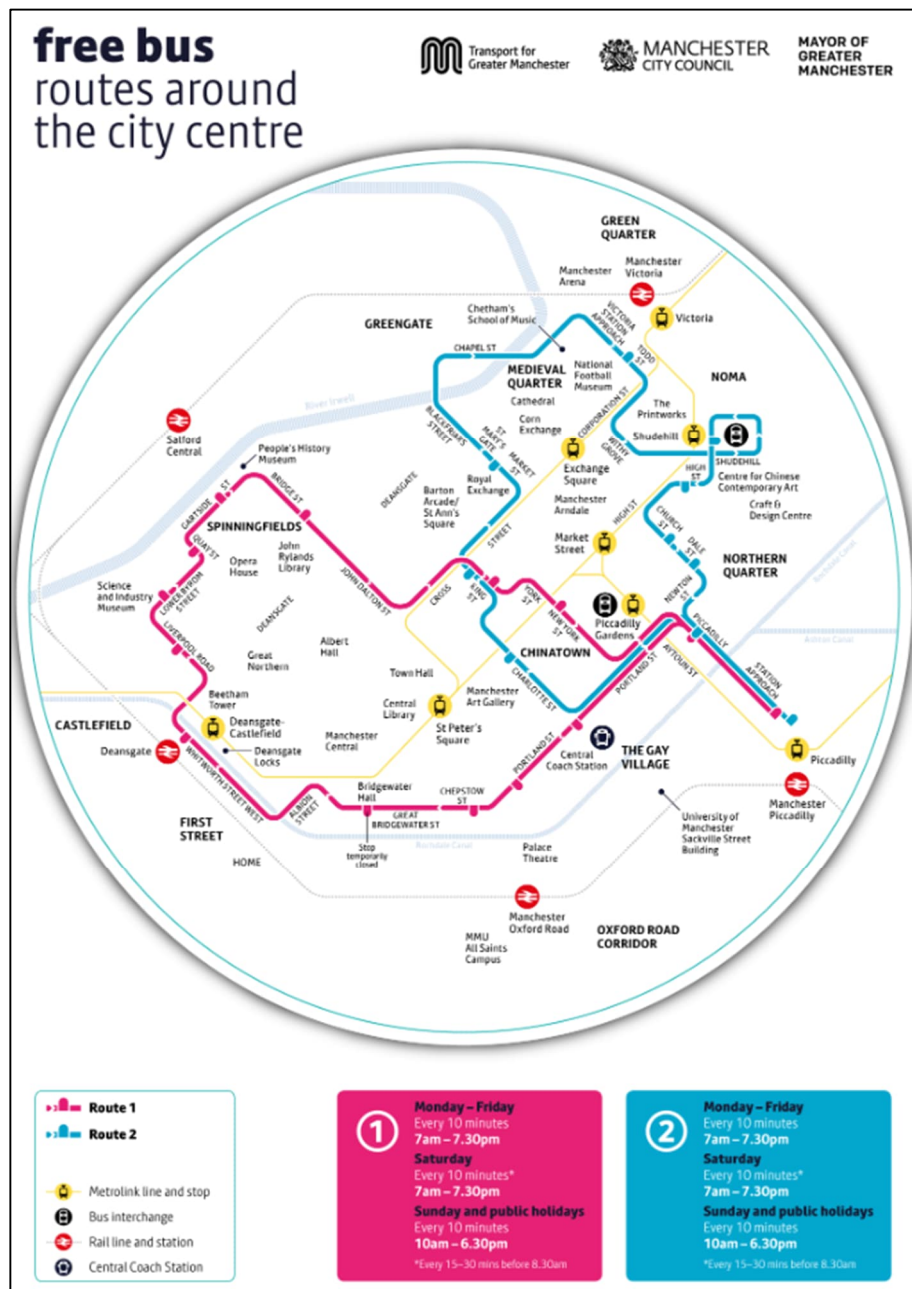


Figure 4.5 – Free Bus Route and Timetable

(Source: TfGM)

Rail Accessibility

- 4.4.6 The closest train station to the development is Manchester Piccadilly, located c. 500m to the south of the site. Manchester Piccadilly rail station has step-free access across the whole station via level accesses, escalators, and lifts. The station is staffed during regular opening hours and has a concourse / ticket machines from which all tickets must be purchased. The station is sheltered and there are facilities such as toilets and shops. Train running information is offered via Customer Information Services (CIS) screens, and parking is available for cars and cycles.

- 4.4.7 The trains that service Manchester Piccadilly regularly run every day of the week from across the UK, including to London, Birmingham, Liverpool, and Edinburgh; this provides frequent access for staff.
- 4.4.8 More locally the above services provide access to nearby areas such as Stockport, Wilmslow, Trafford, Glossop, New Mills, Stalybridge, Wigan, and Bolton. Ashton-under-Lyne, Salford, Eccles, and Rochdale. A detailed map of the train network within Greater Manchester served by Manchester Piccadilly is shown in **Figure 4.6** overleaf.

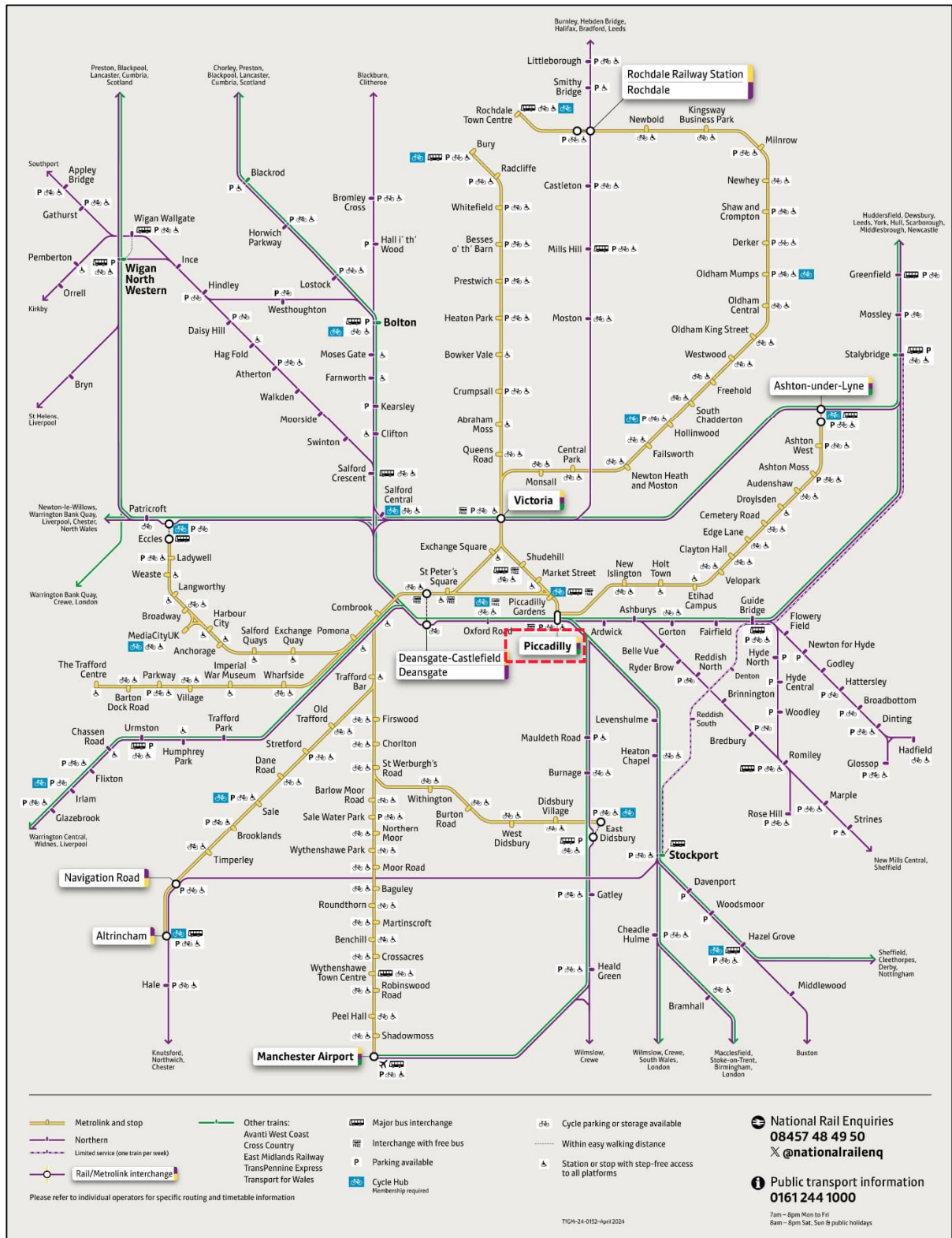


Figure 4.6 – Greater Manchester's Rail and Metrolink Network
(Source: TfGM, 2024)

Metrolink (Light Rail) Accessibility

- 4.4.9 The site is located at an approximately 250m walk from the Piccadilly Gardens tram stop, 400m from the Market Street tram stop, 600m from the Piccadilly tram stop, and c. 850m from the Exchange Square tram stop.
- 4.4.10 These stops can be used to access the entire Metrolink network, as shown by the below route map.

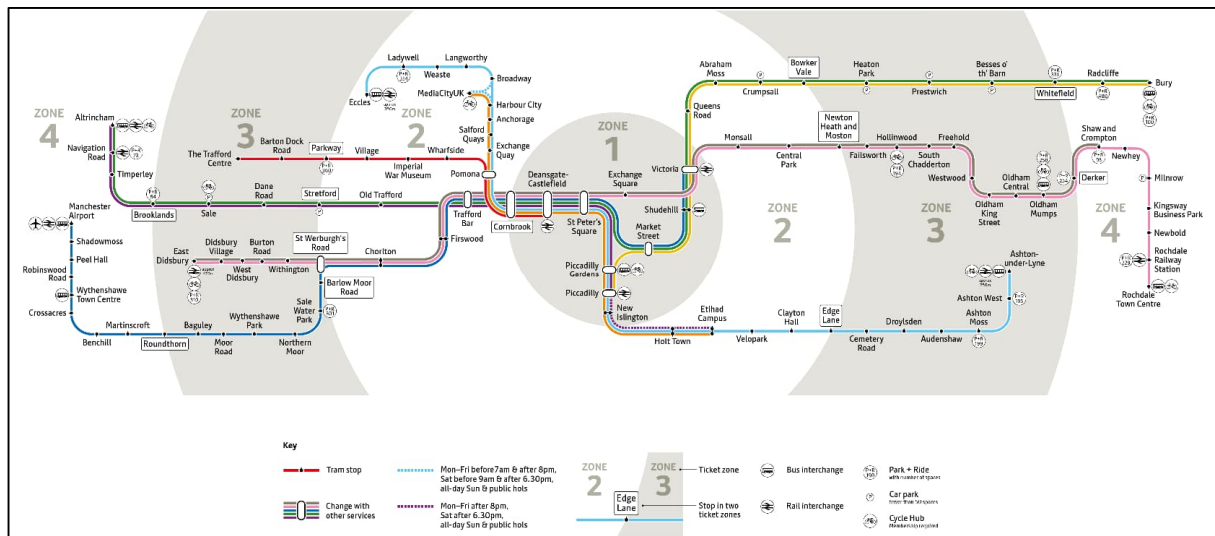


Figure 4.7 – TfGM Metrolink Network Map

(Source: TfGM, 2024)

- 4.4.11 All lines run at a frequency of every 12 minutes between 06:00 – 00:00 on Mondays to Saturdays, every 24 minutes between 00:00 – 01:00 on Fridays and Saturdays, and every 15 minutes between 07:00 – 00:00 on Sundays. Some services operate for part of the day at busier times.
- 4.4.12 In summary, it is considered the site is highly accessible by Metrolink (light rail).

4.5 Summary

- 4.5.1 It is considered the site is accessible by sustainable modes of transport, which are also usable by those with limited mobility and are wheelchair accessible. The surrounding area exhibits excellent levels of pedestrian and good cycling infrastructure, and there are a large number of public transport opportunities within acceptable walking distance of the site.

5.0 Travel Plan Initiatives

5.1 Introduction, Aim and Objectives

- 5.1.1 Taking into account the location of the development and the accessibility of the site via walking, cycling and public transport, a series of measures and initiatives have been developed to encourage active and sustainable travel and reduce single occupancy car travel to and from the site.
- 5.1.2 Considering the benefits in **Section 2** and the end users, this TP aims to minimise the number of car trips generated by the development – particularly single occupancy ones and those undertaken in internal combustion engine vehicles.
- 5.1.3 Whilst it is expected that due to the central location of the site, lack of car parking, and excellent public transport connectivity most staff will travel by foot, cycle and public transport, car sharing and uptake of Ultra Low and Zero Emission vehicles will be encouraged for the few staff who do choose to commute by car. Uptake of Ultra Low and Zero Emission vehicles would have beneficial impacts beyond staff's commuting travel.
- 5.1.4 The TP will be guided by with the following objectives, all within the above overarching aim:
- **Objective 1** – To increase the level of walking to and from the site;
 - **Objective 2** – To increase the level of cycling to and from the site;
 - **Objective 3** – To increase the level of public transport use to and from the site;
 - **Objective 4** – To encourage car sharing to and from the site; and
 - **Objective 5** – To encourage uptake of Ultra Low and Zero Emission vehicles.

5.2 Provision of Sustainable Travel Information

- 5.2.1 Welcome Packs can be important in influencing travel patterns and therefore it is envisaged that they will be supplied to all staff at the development in the early stages of operation and be made available in a communal area, for example on a noticeboard.
- 5.2.2 The Welcome Packs will introduce the Travel Plan concept detailing the aims, objectives, and aspirations, provide contact details for the TPC, and include the following information:

Objectives	Contents
1 – To increase the level of walking to and from the site	• A summary of the health, environmental, and social benefits of active travel and public transport, similar to that provided in Section 2; • The TfGM website at https://beeactive.tfgm.com/where-you-live/ which comprises details of walking routes and facilities accessible within a 15-minute walk;

Objectives	Contents
	- The Greater Manchester Walking website at https://gmwalking.co.uk/ which provides resources on walking routes and tips on getting started with walking as a form of commute; and - Calendar of events such as “National Walking Month”.
2 – To increase the level of cycling to and from the site	- A summary of the health, environmental, and social benefits of active travel and public transport, similar to that provided in Section 2; - Maps showing local cycling routes (for example https://tfgm.pindarcreative.co.uk/tfgm_interactive_mapping_county_map) - The TfGM website at https://beeactive.tfgm.com/ which comprises details on cycle training, parking, paths, maps, hire, or bringing bicycles on public transport; - Promote TfGM’s cycle hire scheme (https://beeactive.tfgm.com/cycle-hire/) which users can access using the Beryl app - Cycle information, including route maps and useful tips and guidance, on the Sustrans website https://www.sustrans.org.uk/; - Details of local cycle shops; - Calendar of events such as ‘National Bike Week’; and - The https://www.cyclestreets.net/ website for journey planning by bike.
3 – To increase the level of public transport use to and from the site	- A summary of the health, environmental, and social benefits of active travel and public transport, similar to that provided in Section 2; - A map showing local bus and rail stations in the vicinity of the site; - Links to up-to-date public transport services, timetables, and routes (for example https://tfgm.com/public-transport); - Details of TfGM’s online journey planning resources: https://tfgm.com/plan-a-journey; and - Advertise any promotions / discounts offered by public transport operators.
4 – To encourage car sharing and shared transport to and from the site	- Details of internal car sharing scheme; - Links to Liftshare registration: https://liftshare.com/uk; and - Raise awareness of car ownership costs and highlight the social and economic benefits of car sharing.
5 – To encourage uptake of Ultra Low and Zero Emission vehicles	- Details of alternative modes of travel and their benefits, such as the use of electric vehicles: https://electrictravel.tfgm.com/. - Transport & Environment’s interactive online calculator (https://www.transportenvironment.org/discover/how-clean-are-electric-cars/) provides information on the carbon impact of various types of cars when considering a new vehicle purchase.

Table 5.1 – Sustainable Travel Information

5.2.3 This information will be periodically updated by the Travel Plan Coordinator (TPC).

5.3 Measures to Encourage Walking

5.3.1 Occupiers will be encouraged to participate in Living Streets' Walking Works (which includes weekly challenges tailored to the business, Walk Champion training, Walking Works Award)

5.3.2 Additional measures such as marketing campaigns incorporating free issue pedometers and alarms, and the implementation of a "walking buddy" scheme could also be considered.

5.4 Measures to Encourage Cycling

5.4.1 Cycle parking will be provided as part of the development proposals. The provision of sufficient cycle parking of suitable quality has a key synergy with the successful implementation of travel plans.

5.4.2 To encourage staff to cycle, the following measures will be provided:

- Encourage occupiers to register staff to the cycle to work scheme, which can save employees up to 42% on a new cycle and safety accessories;
- Sufficient cycling infrastructure and facilities on-site, such as:
 - o Sufficient security at proposed cycle parking facilities;
 - o Shower and changing room facilities to be provided in the building; and
 - o Provide an on-site cycle repair stand.

5.4.3 Additional measures such as encouraging a "cycle buddy" scheme via a development-wide Bicycle User Group (BUG), making a 'bike doctor' available at BUG meetings to check bicycles and ensure they are road worthy (any recommended repairs will be identified, but it would be the responsibility of the individual to fund the repairs), and having the TPC negotiate discounts with local cycle retailers could also be considered.

5.5 Measures to Encourage Public Transport

5.5.1 Occupiers will be encouraged to provide the following measures in order to encourage staff to travel by public transport:

- Implement a staff business policy of considering active travel and public transport in the first instance; and
- Arrange for season ticket loans for staff where a monthly deduction is made from their pay.

5.5.2 Additional measures such as offering limited time discount tickets, providing a guaranteed lift home for staff who travel by public transport in the event of an emergency could also be considered.

5.6 Measures to Encourage Car Sharing

- 5.6.1 Car sharing is an effective way of reducing single occupancy car trips if a number of people travel to the same location each day. This could be simply encouraged on an informal basis.
- 5.6.2 To aid the coordination of car sharing, it is suggested that staff who are willing to car share should submit their name to the Travel Plan Coordinator (TPC). People could then be matched with those undertaking similar journeys on a more informal basis through informal events such as 'car share coffee mornings'. Staff will also be encouraged to separately discuss with colleagues and peers the option to car share to and from the site, with common needs, timetables, or destinations.
- 5.6.3 It is envisaged that this would need to be regularly maintained / revised.
- 5.6.4 Alternatively, www.liftshare.com/uk is a public website where prospective car sharers can search for matches on their own by filtering via location and time of departure etc.

5.7 Reducing the Need to Travel

- 5.7.1 An effective way of lessening the travel impact of a development is to reduce the need to travel in the first instance. Therefore, the occupiers will be encouraged to consider the following measures:
- Hybrid working and compressed working weeks, where possible;
 - Promoting virtual meetings, where possible;
 - Promoting nearby services (i.e. facilities necessary for everyday functionality that would otherwise require travel away from the site (e.g. during lunchtimes));

6.0 Targets

6.1 Introduction

6.1.1 Target setting is an important part of any Travel Plan, providing a focus for the overall process and a measure against which the Travel Plan initiatives can be judged. This section sets out the strategy for the Travel Plan targets and provides an overview of the data that should be collected as part of future travel surveys.

6.2 Data Collection and Analysis

6.2.1 As the development has not yet been occupied, it is not possible to undertake any travel surveys of future staff. Therefore, it is not appropriate to provide a definitive set of targets at this stage.

6.2.2 In order to understand travel habits, a survey will be undertaken within 3 months of first occupation or when 50% occupancy has been reached, whichever is sooner. Recipients will be encouraged to participate, and the surveys would seek the following key information:

- Place of residence;
- Usual mode of travel and reason for modal choice;
- Attractiveness of various active and sustainable modes;
- Any barriers to walking, cycling and public transport; and
- Initiatives that would encourage staff to travel more sustainably.

6.2.3 A survey template has been included to the rear of this Travel Plan in **Appendix B**. Notwithstanding, the TPC can edit the template should they wish to add any more questions.

6.2.4 The final survey will be transferred to an online survey service, such as SurveyMonkey or Microsoft Forms. Staff would be sent this link in the early stages of operation and can click on it to be directed to the internet-based survey.

6.2.5 Paper surveys will also be made available across communal areas of the site. These results will be manually input for analysis alongside the electronic surveys.

6.2.6 This information will enable analysis to be undertaken to establish final targets. It will also provide information on reasons for that modal split and identify any measures that may encourage a modal shift.

6.3 SMART Targets

6.3.1 All performance indicator targets and potential modal split targets are considered to be suitable interim measures before travel surveys are undertaken.

- 6.3.2 At this point, official targets will be set through consultation with MCC. The official targets will be **SMART** (**S**ite-specific – **M**easurable – **A**chievable – **R**ealistic – **T**imed).
- 6.3.3 Once the travel surveys have been undertaken, it is possible to monitor modal splits so that Travel Plan initiatives can be tailored to increase uptake of certain modes of travel. Modal split targets are set for a reduction in private car use offset by an increase in sustainable modes.
- 6.3.4 The following phrases have been used to give a general indication of timescales for the '**SMART**' targets following the adoption of the Travel Plan:
- Short-Term Target – within one year;
 - Medium-Term Target – for between 1 – 3 years; and
 - Long-Term Target – more than 3 years.
- 6.3.1 To provide an indication of potential targets, an example is provided in **Table 7.1** below:

Example of Potential Modal Shift Targets					
Travel Mode	Existing	Short Term	Medium Term	Long Term	Total Target
Car Driver	TBC	-1.5%	-2.5%	-4%	-8%
Car Share		-	-	+1%	+1%
Public Transport		+1%	+1%	+1%	+3%
Cycle		+0.5%	+0.5%	+1%	+2%
Foot		-	+1%	+1%	+2%
Other		-	-	-	-

Table 6.1 – Example of Potential Targets

- 6.3.2 The example modal split targets above aim for an 8% reduction in single occupancy car trips, whilst aiming for an 8% increase in trips by more sustainable modes such as public transport, walking, cycling, and car sharing.
- 6.3.3 The 8% reduction in car drivers has been informed by a major synthesis report¹² which found that workplace travel planning can induce a 3-18% drop in car use by commuters.
- 6.3.4 The targets are considered to be realistic when considering the Travel Plan Initiatives as detailed throughout **Section 6** and follow the principles and goals of the Greater Manchester Transport Strategy 2040.

¹² Kuss, P. and Nicholas, K. (2022). A dozen effective interventions to reduce car use in European cities: Lessons learned from a meta-analysis and transition management. *Case Studies on Transport Policy*, 10(3), 1494-1513.

- 6.3.5 However, the above targets are indicative only, and final targets will be decided following the receipt of the travel surveys.

7.0 Monitoring and Review

7.1 Introduction

- 7.1.1 This section of the report sets out the proposed management arrangements associated with the TP.
- 7.1.2 Department for Transport (DfT) Good Practice Guidelines outlines six key messages regarding implementation and management, as follows:

- *“Travel plans are living documents that need to be updated in the light of experience and sustained throughout the life of a development.*
- *At all times a named individual needs to be responsible for leading the delivery of the travel plan.*
- *The developer/occupier should take the lead in respect of delivering the site-specific elements of the travel plan.*
- *Local authorities need to establish robust databases of all travel plans in their areas.*
- *Post-implementation management arrangements must be identified and included in the travel plan.*
- *Transport Management Associations may be an appropriate mechanism for assisting with the implementation and on-going management of travel plans within a wider area.”*

Source: Good Practice Guidelines: *Delivering Travel Plans through the Planning Process*. DfT, 2009.

- 7.1.3 It is clear from the above that a TP document should be considered as merely the starting point of the process. The implementation of a TP is an on-going requirement and will require support and leadership in achieving its objectives.

7.2 Responsibility and Management

- 7.2.1 Overall responsibility for the TP and its funding will lie with the Eastern Green Ltd. or any future owner of the buildings if transacted prior to occupation, with future funding to be provided by the organisations occupying the building, if required.
- 7.2.2 The initial survey information will enable analysis to be undertaken to establish final targets. It will also provide information on the reasons for modal splits and identify measures that may encourage a modal shift.
- 7.2.3 At this point, the day-to-day responsibility will shift to the appropriately appointed Travel Plan Coordinator (TPC).
- 7.2.4 Notwithstanding, adequate consultation and support from the scheme developer / management is required to ensure the smooth implementation of the TP. A number of measures to be undertaken comprise:

- Active management of the cycle parking;
- Support for a TPC in ways including, but not limited to, funding to enable them to fulfil their duties and deliver the TP as intended; and
- A commitment to actively promoting car-sharing and sustainable transport options at the site.

7.3 Travel Plan Coordinator (TPC)

7.3.1 The primary support and leadership for implementing a Travel Plan should come from an individual appointed as the Travel Plan Coordinator (TPC). The duty of the TPC will be to take responsibility for ensuring that the various elements of the Plan are monitored and operate effectively to offer a genuine choice of travel modes.

7.3.2 At least one month before first occupation of the development, a TPC will be appointed. This role is likely to be assigned to a member of staff.

7.3.3 One of the primary responsibilities of the TPC is to work with TfGM to deliver free personalised travel planning for staff incorporating a survey, events and then advice to staff on sustainable travel choices.

7.3.4 The TPC will take responsibility for ensuring that the various elements of the plan are monitored and operate effectively to offer a genuine choice of travel modes. Typical duties include:

- Leading on the delivery of the TP;
- Representing the human face of the TP and explaining its purpose and opportunities on offer;
- Implementing and promoting sustainable travel initiatives to ensure a coordinated approach across the site as a whole;
- Promoting individual measures/initiatives in the TP and instigate a marketing campaign upon first occupancy of the site;
- Liaising with public transport operators;
- Monitoring the TP and identifying trends in relation to the targets and reporting the findings to relevant parties (i.e. Manchester City Council); and
- Taking a key role in reviewing the TP according to the achievement of the modal shift targets specified therein.

7.3.5 As well as this document, the TPC should consult TfGM's interactive dedicated travel planning website for employers – <https://tfgmbusinessstravel.exhibition.app/> – which aims to act as a 'one stop shop' providing guidance for businesses looking to make affordable and sustainable travel choices and support the wider regional economy. Visitors to the TfGM business portal will find resources for both employers and employees, ranging from travel planning tools such as travel survey templates through to information on new flexible tickets and active travel provision such as Greater Manchester's cycle hire scheme.

- 7.3.1 The TPC will remain in-post for the duration of the monitoring period and the Council will be notified if the holder of the TPC role changes during this time.

7.4 Monitoring and Evaluation

- 7.4.1 The monitoring of travel behaviour is vital to measure progress towards the targets and would be the responsibility of the appointed TPC. Apart from receiving regular updates from staff and liaising with Manchester City Council on transport-related matters, the main monitoring process will involve travel surveys as described in **Section 6** above.
- 7.4.2 A monitoring period of 5 years is proposed from the date of the baseline travel surveys to ensure the effective implementation of the TP. The five-year monitoring schedule will include six surveys: the initial monitoring survey and five follow-up surveys.
- 7.4.3 The results of each survey would be used to review progress against target modal splits, where the TPC will calculate the percentage share of all travel modes to and from the site. Where targets are not met, remedial actions will be proposed, agreed, and then monitored for effect.
- 7.4.4 The modal split figures calculated will be compared with other data sources to ensure the robustness of the information provided.
- 7.4.5 In order to record and communicate the progression of the Travel Plan, the TPC will produce annual monitoring reports. This report will include, but may not be limited to the following:
- Reporting of progress against the targets set once the travel survey is completed;
 - Provision of information relating to new initiatives introduced (if applicable);
 - Provision of information on proposed initiatives due for implementation (if applicable); and
 - Details of relevant external transport-related news (e.g. new local bus services, new local cycle infrastructure) (if applicable).
- 7.4.6 Monitoring reports will be provided to officers at Manchester City Council annually following the receipt of the surveys and a summary of the survey results will be made available to staff by the TPC.

8.0 Action Plan

8.1 Introduction

8.1.1 **Table 8.1** below summarises the key actions from the document by providing an Action Plan for the Travel Plan process:

Action	Target Date	Responsibility
Appoint TPC	One month before first occupation	Eastern Green Ltd. or any future owner of the buildings if transacted prior to completion
Produce Welcome Pack	Upon first occupation of the development	TPC
Implement TP Initiatives	During occupation of the development	TPC
Undertake Initial Travel Surveys	Within three months of first occupation or upon reaching 50% occupancy, whichever is sooner	TPC
Decide Targets	Within one month of undertaking the initial surveys	TPC in conjunction with Manchester City Council
Distribute Travel Survey Results to Manchester City Council	Within three months of each travel survey phase	TPC
Carry Out Annual Travel Surveys and Other Monitoring Exercises	Annually for at least five years from the date of the baseline travel surveys (or until a date to be agreed with Manchester City Council)	TPC

Table 8.1 – Action Plan

- 8.1.2 As a TP is a living document which should be adapted and updated as and when required, the TPC should aim to progress these actions within the allocated timeframe, with support as required from the scheme developer / management.
- 8.1.3 Progress against measures can be directly recorded into a working version of an Action Plan, which could be updated on an annual basis as part of the monitoring and review process.

Appendix A – Site Layout

Appendix B – Example Travel Survey

Introduction

Curtins is assisting Eastern Green Ltd. in implementing a Travel Plan at 8-16 Newton Street.

A Travel Plan is a strategy and package of measures that aim to promote sustainable travel, including walking, cycling, public transport use and car sharing. This will help to deliver health, environmental and financial benefits for all those who work at the site.

Please complete this short travel survey to help inform the Travel Plan. It should take up to 5 minutes to complete. The information provided will be treated as confidential and processed in accordance with the Data Protection Act 2018.

Once completed, please return the survey to **[INSERT NAME]**.

Travel Survey Questions

1. How far do you travel to work?

- ☐ Less than 2km
- ☐ 2km – 5km
- ☐ 5km – 8km
- ☐ More than 8km

2. How do you typically travel to work?

If you used multiple modes of transport (i.e. walk and train), please pick the longest leg (in time) of your journey.

- | | |
|---|---|
| ☐ Car – as driver, on your own | ☐ Train / Metrolink |
| ☐ Car – as, or with (a) passenger/s | ☐ Bus |
| ☐ Taxi | ☐ Bicycle |
| ☐ Walk / Jog / Run | ☐ Motorbike / Scooter |
| ☐ Other (please specify) | ☐ I am a home / remote worker |

.....

3. Why do you travel this way? (Please tick all that apply)

- | | |
|---|--|
| ☐ It is the most convenient mode of transport | ☐ Limited shower and changing facilities |
| ☐ There was no viable alternative mode | ☐ Safety |
| ☐ Distance from my home address to work | ☐ Shift pattern |
| ☐ It is the cheapest mode of transport | ☐ I have other commitments outside of work |
| ☐ Limited secure cycling facilities available | ☐ I don't know the safest route to cycle to work |
| ☐ Other (please specify) | |

.....

4. If you drive to work on a regular basis, would you be willing to try more sustainable transport options such as walking, cycling, public transport, or car sharing some of the time?

- ☐ Yes
- ☐ No (please specify why)

.....

.....

5. Are there any barriers which make it difficult for you to use these more sustainable transport options, or continue doing so? If so, please write them below.

.....

.....

6. Are there any incentives that would encourage you to use these more sustainable transport options, or continue doing so? If so, please write them below.

.....

.....

7. Do you have any other comments about your journey to work?

.....

.....

Thank you for completing this Travel Survey.

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